



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GARAGE SERVICE SUPERVISOR	29	H	9.334
GARAGE SERVICE WORKER III	27	H	9.335
GARAGE SERVICE WORKER II	25	H	9.336
GARAGE SERVICE WORKER I	23	H	9.337

SERIES CONCEPT

Incumbents in this series service vehicles and/or light, medium, and heavy construction and maintenance equipment; perform preventative maintenance, issue vehicles to employees; and perform basic diagnostic and repair work.

Perform preventative maintenance, tune engines, and make minor repairs to ensure equipment is in proper working condition which includes: examining the vehicles/equipment, records or preventative maintenance schedule to determine the type of service required; completing requisitions for the required filters and parts; checking fluid levels and adding or changing fluids as necessary; replacing filters from the engine, transmission, hydraulic and fuel systems; lubricating the vehicle/equipment in accordance with manufacturer's specifications; replacing spark plugs and wires; adjusting ignition timing; replacing the distribution cap and rotor; changing belts and hoses; charging or replacing batteries; replacing lamps; repacking wheel bearings; conducting a safety inspection of systems and components; coding repair tasks and maintaining records of the work performed.

Repair or replace tires and single or multi-piece rims and wheels which includes removing the tire from the axle; deflating the tire or pumping out the calcium chloride; repairing or replacing the tire; reassembling the tire on the wheel; inflating the tire; balancing and mounting the tire.

Wash and detail vehicles/equipment to ensure a presentable appearance by: washing the exterior; steam cleaning the engine or entire vehicle; cleaning windows, upholstery and carpets.

Provide assistance to mechanics and storekeepers by picking up, delivering, and returning equipment parts and verifying the accuracy of the accompanying invoices and credit memos.

Reserve vehicles for employees; fuel vehicle/equipment; collect usage reports and prepare summary reports; schedule vehicles/equipment for service.

CLASS CONCEPTS

GARAGE SERVICE SUPERVISOR

Under general supervision, organize and direct garage service and motor pool operations and staff; and perform the range of duties described in the series concept.

Reserve motor pool vehicles for State employees; arrange for rental cars if additional vehicles are required to supplement the fleet; assign drivers to transport employees to and from the airport; explain agency procedures and resolve complaints regarding vehicles or service.

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CLASS CONCEPTS (cont.)

Schedule vehicles/equipment for service by: reviewing preventative maintenance schedule or vehicle/equipment records to determine the ones due for service; contacting vehicle drivers or maintenance supervisors to arrange for vehicle/equipment to be brought to the shop; inspecting vehicle/equipment and preparing a work order; assigning work to appropriate staff member and reviewing completed work.

Determine the extent of required vehicle/equipment repairs and schedule repair work to include: assisting with diagnoses of problems; assigning work to appropriate staff member or making arrangements for agency mechanics or an outside repair facility to perform the work; inspecting completed repairs.

Order fuel, tires, service and maintenance supplies to ensure an adequate inventory is on hand by reviewing past expenditures, calculating future requirements; and completing requisition form.

Maintain vehicle/equipment records by reviewing and coding work orders; entering data into a computer and generating management information reports. Monitor vehicle/equipment performance and make recommendations regarding vehicle/equipment purchases to agency management.

Supervise Garage Service Workers and support personnel including hiring, providing training and technical assistance, assigning and reviewing work, initiating disciplinary action, evaluating performance. Ensure all personnel comply with federal and state laws and regulations and state, agency and division policies and procedures including monitoring compliance with procedures established for the use and disposal of hazardous materials.

Perform the duties described in the class concept for Garage Service Worker III.

GARAGE SERVICE WORKER III

Under general supervision, Garage Service Worker III's perform the full range of duties described in the series concept, perform the more extensive maintenance and repair work the preponderance of the time, and may provide lead or line supervision to other garage service workers.

Garage Service Worker III's assigned to an equipment repair facility, for example, would perform preventative maintenance work on a wide variety of light, medium and heavy equipment from many different manufacturers and consequently must be familiar with the service requirements and manufacturers specifications. The types of equipment maintained includes: pickups, snow blowers, six and ten wheel dump trucks, loaders, motor graders, crawler tractors, chip spreaders, paint strippers, and backhoes. At this level, incumbents also perform repairs such as repairing or replacing brakes, shocks, alternators, and pumps.

Garage Service Worker III's assigned to a motor pool facility, for example, complete emission inspections and make the required component adjustments; perform repairs such as: repairing, rebuilding or replacing brakes, shocks, U-joints, alternators, water pumps, carburetors, various switches and gauges; and transmission seals.

Incumbents at this level are distinguished from lower level Garage Service Workers by the variety and complexity of work and the scope of responsibility. This is the advanced journey level of the series.

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CLASS CONCEPTS (cont.)

GARAGE SERVICE WORKER II

Under general supervision, incumbents perform the range of duties described in the series concept and may provide training, work direction and work review to lower level Garage Service Workers, students, and inmate workers. Maintenance and minor repair work may be done in the shop or in the field. More complex diagnostic and repair work is referred to a higher level Garage Service Worker, supervisor, mechanic or outside repair facility. This is the journey level class in the series.

GARAGE SERVICE WORKER I

Under general supervision, incumbents perform the routine and less complex duties described in the series concept such as delivering parts; washing and detailing vehicles/equipment; checking fluid levels and adding fluids; and checking tires for proper air pressure and wear. Positions allocated to this class function below the journey level and progression to the next level in the series is not automatic.

MINIMUM QUALIFICATIONS

GARAGE SERVICE SUPERVISOR

EDUCATION AND EXPERIENCE:

I

Two years of garage service or automotive/equipment repair experience comparable to a Garage Service Worker III in Nevada State service; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE: All applicants must possess a valid Nevada driver's license at the time of appointment. Some agencies may require a Class A or Class B Nevada commercial driver's license. Some agencies may require an emission control inspector's certificate.

SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the principles and practices of management and supervision. Working knowledge of agency and division rules, policies, and procedures pertaining to garage service operations. Working knowledge of state administrative regulations, policies and procedures regarding personnel and purchasing. Working knowledge of state and federal regulations regarding the use and disposal of hazardous materials.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to establish work unit priorities, delegate assignments and train, motivate and supervise staff. Ability to interact diplomatically with employees of various agencies and vendors in order to reserve vehicles, schedule equipment/vehicles for service and repairs, interpret policies, obtain information and resolve problems. Ability to plan and direct work unit activities in a manner that utilizes personnel, facilities, and equipment most efficiently and effectively. Ability to gather, compile and analyze information required to project future requirements for materials, supplies, equipment and personnel.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of the common methods, tools, and equipment used in the adjustment and repair of the vehicles/equipment maintained by the agency to which assigned.

Ability to schedule vehicles for use and anticipate the need for additional vehicles. Ability to establish, monitor, and maintain a preventative maintenance schedule for a fleet of vehicles/equipment. Ability to determine whether repairs should be completed by staff, another work unit or an outside agency based on the extent of repairs, capabilities of staff and time and equipment required. Ability to train staff in new methods and procedures.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

GARAGE SERVICE WORKER III

EDUCATION AND EXPERIENCE:

I

Three years of garage service or automotive repair experience which included responsibilities for diagnosing and performing basic vehicle/ equipment repairs and adjustments; performing preventative maintenance on a variety of vehicles/equipment; and maintaining vehicle/equipment records and reports; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE: All applicants must possess a valid Nevada driver's license at the time of appointment. Some agencies may require a Class A or Class B Nevada commercial driver's license. Some agencies may require an emission control inspector's certificate.

SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of agency policies and procedures pertaining to garage service operations.

Ability to interact diplomatically with vehicle/equipment users to explain policies and resolve complaints.

Skill in operating a variety of diagnostic equipment including computerized engine analyzers and quickly and accurately interpreting the resulting information. Skill in performing basic arc and gas welding.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the basic principles of automotive mechanics. Working knowledge of the common methods, tools, and equipment used in the adjustment and repair of the vehicles/equipment maintained by the agency to which assigned.

Ability to work independently and follow through on assignments with minimal direction.

Skill in performing preventative maintenance activities for the full range of vehicles/equipment maintained by the agency to which assigned. Skill in diagnosing routine mechanical/electrical failures and determining what repairs are necessary to repair a system to proper working condition. Skill in performing routine maintenance and repair work.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

GARAGE SERVICE WORKER II

EDUCATION AND EXPERIENCE:

I

Two years of garage service or vehicle/equipment maintenance experience which included responsibilities for performing preventative maintenance; tune ups, minor vehicle/equipment repairs and adjustments; and changing, separating, repairing, and balancing tires; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE: All applicants must possess a valid Nevada driver's license at the time of appointment. Some agencies may require a Class A or Class B Nevada commercial driver's license. Some agencies may require an emission control inspector's certificate.

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MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the preventative maintenance requirements and basic repair procedures for the vehicles/equipment maintained by the agency to which assigned. General knowledge of state purchasing regulations and procedures.

Ability to establish and maintain vehicle/equipment preventative maintenance schedules.

Skill in diagnosing basic mechanical/electrical problems and performing the required repairs. Skill in changing, repairing, and balancing the types of tires used for the vehicles/equipment maintained by the agency to which assigned. Skill in making repairs in the field.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the preventative maintenance requirements and basic repair procedures for the vehicles/equipment maintained by the agency to which assigned.

Skill in conducting a thorough safety inspection of vehicle/equipment systems and components. Skill in safely using the tools and service equipment required to perform maintenance and basic equipment repair work such as: wrenches, timing lights, voltmeters, battery chargers, air powered lube guns, hoists, jacks, tire changing machines, and tire balancing machines. Ability to prepare work orders and code according to agency procedures.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

GARAGE SERVICE WORKER I

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent education; OR

II

Six months of work experience which included responsibilities for fueling vehicles, checking fluid levels, and washing and detailing vehicles.

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MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

LICENSE: All applicants must possess a valid Nevada driver's license at the time of appointment.

SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the policies and procedures of the work unit to which assigned. General knowledge of the name and function of vehicle/equipment components and systems. Working knowledge of the routine service requirements for vehicles/equipment including types of fluid, and appropriate fluid levels and air pressure. Working knowledge of safe working procedures and the proper use, storage, and disposal of hazardous materials.

Ability to prioritize assignments and complete duties within the required time frame. Ability to maintain records and compile information to prepare reports. Ability to coordinate reservations for vehicles with vehicle availability. Ability to establish and maintain cooperative working relationships with co-workers, agency personnel, staff from outside agencies and vendors.

Skill in detecting mechanical problems and determining whether the vehicle/equipment is in proper working condition. Skill in monitoring fluid levels, adding or changing fluids, and changing tires.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to understand and carry out oral and written instructions. Ability to perform basic math sufficient to maintain vehicle records. Ability to read sufficient to read and interpret parts and service manuals. Ability to write sufficient to complete supply requisitions and maintain vehicle/equipment records.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.334</u> 7/1/91P 11/29/90PC	<u>9.335</u> 7/1/91P 11/19/90PC	<u>9.336</u> 7/1/91P 11/9/90PC	<u>9.337</u> 7/1/91P 11/29/90PC
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